

Spectralink 7622/7642 Handset

Quick Start Guide



14226911-IG Ed. 8.0, Original document

Note: If a menu/submenu/setting/function is not visible, it is controlled by a local administrator. Contact them, if a change is needed.

Charge your handset for 14-16 hours prior to first use for best performance.

Turning Handset On

- Press left softkey to turn on handset.

Turning Handset Off

1. Press left softkey until the question 'Turn off?' appears in display.
2. Press **Yes** to confirm.

Adjusting Speaker/Headset Volume

- While on call, press the keys placed at the upper right side of the handset for volume control.

Adjusting Ringing Volume

1. Press **Menu** to enter main menu.
2. Scroll to **Settings**, and press **Select**.
3. Scroll to **Ringing volume**, and press **Select**.
4. Press the **left or right side of the navigation key** to adjust the volume of the ring tone.
5. Press **Set**.

Changing Ringing Tone

1. Press **Menu** to enter main menu.
2. Scroll to **Settings**, and press **Select**.
3. Scroll to **Ringing tone**, and press **Select**.
4. Scroll to the desired ring tone, and press the **right side of the navigation key** to listen to the ring tone.
5. Press the **left side of the navigation key** to listen to the internal calls ring tone.
6. Scroll to the desired ring tone, and press **Change** to select the new ring tone.

Off Hook Dialling (Dial Directly)

1. Press **☎**.
2. Dial number.
3. Press **☎** to end the call.

On Hook Dialling (Pre-Dial)

1. Dial number.
2. Press **☎**.
3. Press **☎** to end the call.

Speed Dial Calls

- Press and hold a key (0-9) for three seconds, until the call is initiated.

Answering and Ending Calls

- To answer or end a call, press **☎**.

Call List Calls

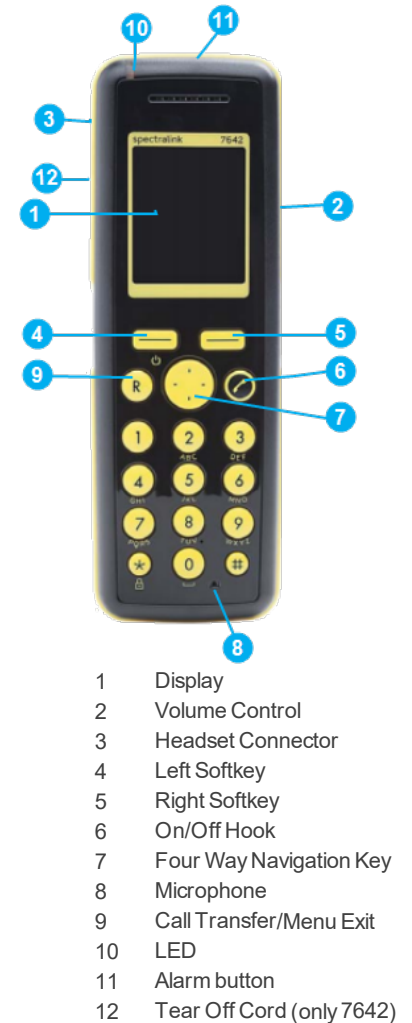
1. Press the **left side of the navigation key** to enter **Call List**.
2. Scroll to the desired name or number, and press **☎**.

Call Missed calls

1. Press the **right side of the navigation key** to enter **Missed Call List**.
2. Scroll to the desired name or number, and press **☎**.


Phone Book Calls (Local)

1. Press the **bottom of the navigation key** to enter local phonebook.
2. Scroll to the desired name and press **☎** to make a call.



- 1 Display
- 2 Volume Control
- 3 Headset Connector
- 4 Left Softkey
- 5 Right Softkey
- 6 On/Off Hook
- 7 Four Way Navigation Key
- 8 Microphone
- 9 Call Transfer/Menu Exit
- 10 LED
- 11 Alarm button
- 12 Tear Off Cord (only 7642)

Company Phone Book Calls

1. While on hook, press the **top of the navigation key** to enter the company phone book.
2. Search for name or number, press **Select**, then scroll to either telephone number or mobile number and press **Dial** or  to dial the number.

Adding a New Contact to Phone Book

1. Press **Menu** to enter main menu.
2. Scroll to **Phone Book**, and press **Select**.
3. Scroll to **Add name/number**, and press **Select**.
4. Type the name of the contact using the keys 0-9.
5. Scroll to number, and enter the directory number/SIP extension of the contact (max. 24 digits/64 characters). Before entering a SIP URI, press and hold **#** until **SIP:** is shown.
6. Press **Save** to store name and directory number/SIP extension.

If the display shows **Memory full**, it is necessary to delete one or more contacts from phone book.

Assigning Speed Dials

1. Press **Menu** to enter main menu.
2. Scroll to **Phone Book**, and press **Select**.
3. Scroll to **Speed dial**, and press **Select**.
4. Scroll to the desired speed dial, and press **Add name**.
5. Scroll to desired number, and press **Ok**.

Locking/Unlocking Keypad

- Press left softkey followed by * button to lock or unlock the keypad.

Silent Mode On/Off

- Press **Menu**, followed by the **#** button to turn the handset silent mode on/off. In silent mode there is no sound for incoming calls and notifications.

Exit Menus

- Exit menus and return to home screen, press **R**.

Speakerphone On/Off

1. While in a call, press **Options**, scroll to **Spkr. on** to enable speakerphone.
2. To disable speakerphone, press **Options**, scroll to **Spkr. off** to disable speakerphone.
3. Alternatively, pressing the **left side of the navigation key** during a call can enable or disable the speakerphone.

Microphone Mute On/Off

1. While on a call, press **Mic Mute** to turn microphone mute on.
2. To turn microphone mute off, press **Mic on**.

Handset Icons



Missed calls



Incoming calls



Battery charging (in charger)



Battery charging (handset turned on in charger)



Battery capacity decreasing (handset out of charger)



Battery capacity low



Message received



Keypad or screen locked



Silent mode



Appears when loudspeaker is turned on



Microphone muted

Technical Specifications

Capacity Spectralink 7622

- Active talking time (Economy mode) up to 19 hours.
- Standby time up to 119 hours.

Capacity Spectralink 7642

- Active talking time (Economy mode) up to 21 hours.
- Standby time up to 118 hours.

Capacity Spectralink 7642 with Bluetooth Turned on and Headset Connected

- Active talking time up to 13 hours.
- Standby time up to 117 hours.

Temperature

- Operating temperature: -10° - 55°C/14° - 131°F
- Charging temperature: 0° - 40°C/32° - 104°F

© 2013 - 2021 Spectralink Corporation All rights reserved. Specifications subject to change without notice.

US Location
Spectralink Corporation
2560 55th Street
Boulder, CO 80301
USA

Denmark Location
Spectralink Europe ApS
Bygholm Søpark 21 E Stuen
8700 Horsens
Denmark

info@spectralink.com

infoemea@spectralink.com

www.spectralink.com